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OC-M-70-706
9 NOV 1970

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MEMORANDUM FOR:

[REDACTED]
Equal Employment Opportunity Officer
Support Directorate

SUBJECT : Equal Employment Opportunity Program Report

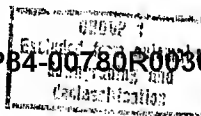
REFERENCE : DD/S 70-4109, Subj. as above, dtd 8 October 1970

1. The following brief description of the functional structure of the Office of Communications is offered to serve as a useful frame of reference with regard to the specific questions raised in DD/S 70-4109.

2. The position requirements, and logically therefore, the personnel assigned to these positions, can be divided rather definitively into the two broad categories of technical and clerical.

a. Technical. While there are several sharply delineated professional specialties and corresponding job classifications under this broad category, they all share various general employment conditions, requirements and circumstances. All OC careerists in these technical fields - Radio Operators, Cryptographers, Engineers, Electronic Technicians, COMINT and Communications Security Specialists are required, and have all agreed, to serve for extended periods overseas in any place, at any time, and in any of the wide diversity of circumstances which may obtain at their post of assignment. Each must be an interchangeable member of a personnel cadre within his specialty, available for assignment, rotation or lateral transfer to any location or job which the needs of the service may dictate at any given time. These needs, which demand PCS or TDY assignability to posts characterized by recurrent unrest, demonstrations, riots, insurrection or civil war and frequently involve personal hazard and restricted living conditions, are best served by the male employee. Further, and as pointed out subsequently, the employment market in the technical specialties found in communications, is most exclusively male. As our advancement policy is promotion and assignment from within OC, it follows, that supervisors and, by extension, the entire management echelon is staffed with officers who are competent in their specialized fields and who have progressed upward through operational experience. We consider this progression to be logical and from the point of view of managerial effectiveness, indispensable. In short, the complement of the Office in the technical fields - by virtue of the initial availability of qualified personnel and subsequently the need to be practicably responsive to employment conditions - is predominately male.

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b. Clerical. This second general category of OC employees consists for the most part of Clerk-Typists, Clerk-Stenos and Secretary-Stenos. Overseas assignments for personnel in this category are limited to major installations such as Area Headquarters where working and living conditions are relatively stable and tolerable. By far the greater portion of OC clerical employees are assigned to the Headquarters area. By reason of qualification, they are, with few exceptions, female. Many have no desire or intention of being assigned overseas as they are married to non-Agency employees.

3. There are, of course, exceptions and we find some women assigned to positions in the technical field and some men assigned to clerical positions. Although the number of such assignments is limited, it does reflect the use of the employment capabilities of women who have developed special skills.

4. Aside from the unique position requirements and the market availability of personnel which trend us towards male employees--we make no distinction between minority groups. All Office of Communications employees are routinely assessed and competitively evaluated annually without regard to race, creed, or sex. As no records are maintained relative to minority status, specific actions and general practices as they might apply to minority groups are difficult, if not impossible, to define.

5. The following comments are in direct response to the questions set forth in the reference.

25X1 Resources: [] Chief of the OC Career Management and Training Staff has been designated to serve as E.E.O. Officer for the Office of Communications. This appointment was made in September 1970. No training or instruction pertaining to administration in the EEO field has been received.

25X1 Recruitment: Only very limited numbers of personnel are recruited directly by OC, all of them through a Cooperative Program pursued with two schools, the Georgia Institute of Technology and the Virginia Polytechnic Institute. Only Electrical or Electronic Engineers are the targets of this effort. OC's officer in charge of this program, [] has strict instructions to allow no discriminatory factors to enter into his considerations of potential employee material. Further, he is charged with monitoring the institution's student referrals to assure as well as possible that they represent a balanced cross-cut of its student population within the Engineering Schools. He has specifically requested, and has had referred to him, women and members of minority groups. One woman who was in the COOP program and was being considered for staff employment later dropped out of her own free will. One black student who completed the COOP program has just entered on duty as an Engineer. At present, we are most satisfied with him and he with us and we would have no slight reluctance to seek out and accept any others of his calibre. Other than the COOP program, we

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engage in no direct recruitment, either external or lateral. With respect to the recruitment by the Office of Personnel on our behalf, we do not specify either for or against minority candidates or women. The nature of the qualifications required and specified for employment against our technical positions is such that few women candidates with appropriate skills or background are found in this field of employment. This accounts for the decidedly male population within the office. The qualification considerations conversely account for the predominance of female employees in the clerical category.

Utilization of Present Skills: No specific actions or programs have been undertaken to examine or discover unused employee capabilities among minority groups and women. Individual actions are taken to reassign personnel to new jobs through normal management procedures and as a result of periodic or special employee assessments. One woman recently qualified as a Training Assistant was moved to the training position from her former clerical assignment. One woman was recently tested for training as a Computer Programmer. She unfortunately did not score well and was not selected.

Upward Mobility: While we must state that no special or conscious effort has been made to identify or consider minority employees or women for "upward mobility" actions, similarly no special or conscious effort is made to omit them from consideration.

In the normal competitive rating of all employees of both categories of OC personnel, promising individuals with supervisory or managerial potential are identified and offered training ranging from basic supervision courses, through the advanced management courses (internal) through full time external management or academic study. Internally, selection is, of course, influenced by grade limitations imposed by training courses. In those instances where women employees have attained requisite grades, we duly consider them for senior courses such as the Managerial Grid, Advanced Management (Planning) and Mid-Career Course. When their qualifications allow, we consider them for appointment to committees or task forces (e.g., OC's representative on the DD/S recent Problem Solving Seminar on Training was a female GS-14) and for lateral or vertical assignment. We do not discourage transfer of qualified women from Communications to more senior positions in other Agency components.

Supervisors and Managers: Supervisors and managers have been advised through normal staff meeting procedures of the rights of employees. In more specific terms, officers assigned to our Career Management and Training Staff (CMS), where most employees go to seek counsel or to lodge complaints, have been given strict and definitive instruction that race, creed or sex will not, under any circumstances be a consideration in the career development of an individual.

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Similarly these officers have been instructed to insure that all employees who seek guidance will be given fair and equal treatment without fear of reprisal. All actions are reviewed by the Chief or Deputy Chief CMS to insure there is no discrimination. Headquarters employees are kept informed of the program through normal distribution of notices as they are received. In general, enough copies are forwarded to each component for distribution internally to each employee. In addition, administrative officers retain one copy for future access and reference. We seriously doubt that the personnel overseas are informed of these programs. We attempt to keep them current on significant items through a weekly reorientation of returnees.

Evaluation and Reports: Heretofore, no special measures or procedures have been undertaken for purposes of evaluating the status of minority employees and women. We consider that OC employees in these categories are well served by procedures already in operation and, given employment circumstances obtaining in OC, feel that no such special measures are required.

6. If additional information is desired concerning any aspect of the above, please contact [REDACTED]

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Director of Communications

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